

PLANT OPERATOR (DANDARAGAN)

INFORMATION PACKAGE

August 2015

Shire of Dandaragan
Advert - Plant Operator (Dandaragan)



PLANT OPERATOR
(Located Dandaragan)

Applications are invited from interested persons for the position of Plant Operator located in Dandaragan.

The position operates from Council's Operations Centre in the Dandaragan townsite. The successful applicant will work with a team that is engaged in a variety of tasks involving the construction and maintenance of Council's roads and other assets. The applicant should have sound skills and experience in heavy plant. The position of Plant Operator is required to hold a HC licence.

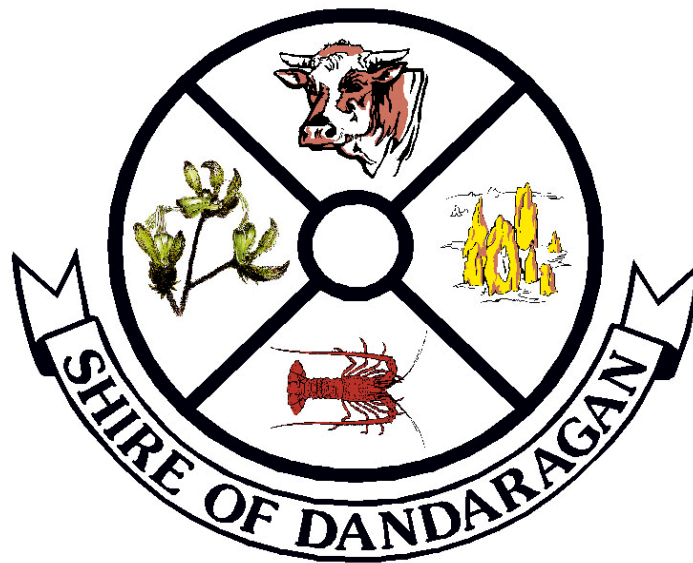
The position is classified as a Level 4 with a cash component of up to \$50,662 per annum plus superannuation. The salary will be dependent upon qualifications and experience and is paid in accordance with the Local Government Industry Award 2010.

An Information Package outlining details of the position is available by contacting Gemma Richardson on 9652 0800 or via e-mail to grichardson@dandaragan.wa.gov.au.

The applicants must address the selection criteria and provide details on previous work experience, relevant personal details together with the name and telephone numbers of two recent referees. A current Federal Police Clearance is also required. Applications are to be marked "PRIVATE AND CONFIDENTIAL - PLANT OPERATOR (DANDARAGAN)" and addressed to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at **4.00pm** on **Wednesday 2 September 2015**.

Tony Nottle
CHIEF EXECUTIVE OFFICER



Position Description

PLANT OPERATOR (Dandaragan)

August 2015

Shire of Dandaragan
Position Description - Plant Operator (Dandaragan)

JOB SPECIFICATIONS / DUTY STATEMENT

- 1.0 TITLE:** Plant Operator
- 2.0 LEVEL:** Level 4 Local Government Industry Award 2010
- 3.0 DEPARTMENT:** Infrastructure
- 4.0 POSITION OBJECTIVES:**
- 4.1 Objectives of Position:**
- 4.1.1 Construct, repair and maintain the Shire's roads and infrastructure assets, in particular, assets within Dandaragan.
- 4.2 Within Section:**
- 4.2.1 Maintain the Shire's town and gravel roads, street verges, waste facilities and parks and gardens.
- 5.0 REQUIREMENTS OF THE POSITION:**
- 5.1 Skills:**
- 5.1.1 Ability to work in a team to achieve common goals.
- 5.1.2 Ability to use heavy machinery confidently and safely.
- 5.1.3 Ability to follow instructions.
- 5.1.4 Ability to work unsupervised.
- 5.2 Knowledge:**
- 5.2.1 Knowledge of operating heavy machinery.
- 5.2.2 Knowledge of depot procedures and safety measures.
- 5.2.3 Knowledge of the safe and effective operation of machinery eg mowers, chainsaws, elevated platform, skid steers, loaders, trucks, tractors, brush cutters, water pumps.
- 5.2.4 Developing knowledge of landfill management practices.
- 5.3 Experience:**
- 5.3.1 Experience in similar role with other local governments or private sector.

Shire of Dandaragan
Position Description - Plant Operator (Dandaragan)

5.4 Qualifications and Training:

- 5.4.1 Current 'HC' class driver's licences.
- 5.4.2 Current Chainsaw Certificate.
- 5.4.3 Construction Safety Awareness Training Card.
- 5.4.4 Capable of operating skid steers, loader, backhoe and trucks.

6.0 KEY DUTIES / RESPONSIBILITIES:

- 6.1 Construct, repair and maintain the Shire's roads and infrastructure throughout the Shire.
- 6.2 Maintain Shire owned vehicles and machines in good condition.
- 6.3 Carryout traffic control duties.
- 6.4 Operate various types of earthmoving plant and equipment.
- 6.5 Maintain Dandaragan Operations Depot in a neat and tidy condition
- 6.6 Maintenance of street verges, roads, drainage and signs.
- 6.7 Grade gravel roads throughout the Shire as required.
- 6.8 Other duties as required and directed by the Operations Supervisor - Dandaragan may include but not limited to:
 - Maintain the general appearance of the Dandaragan townsite.
 - Assist in the maintenance of the Shire's parks, gardens and road assets in Dandaragan.
 - Mowing lawn areas as instructed by the Operations Supervisor - Dandaragan.
 - Maintenance of playground equipment and street / park furniture.
 - Landscaping as required in around townsites.
 - Prepare the cemetery for funeral services.

7.0 ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Operations Supervisor - Dandaragan

7.2 Supervision of: Nil

7.3 Internal and External Liaison:

Internal: Executive Manager Infrastructure
Operations Supervisor - Dandaragan
Operations Supervisor - Jurien Bay

External: Ratepayers and residents

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Community groups
Service authorities

8.0 EXTENT OF AUTHORITY:

Work under direction of the Operations Supervisor - Dandaragan.

9.0 AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award 2010.

10.0 SELECTION CRITERIA:

10.1 Essential:

10.1.1 Minimum two (2) years previous experience on heavy plant and equipment.

10.1.2 Previous experience using other plant / equipment relevant to road construction / maintenance operations.

10.1.3 Ability to work cooperatively and effectively in a team based environment.

10.1.4 Well-developed interpersonal skills, self-motivation, and reliability in completing assigned tasks.

10.1.5 Ability to organise and prioritise work commitments.

10.1.6 Plant operations certificates.

10.1.7 Possession of a current WA 'HC' class driver's licence.

10.1.8 Current Federal Police clearance.

10.2 Desirable:

10.2.1 Traffic Management Accreditation.

10.2.2 Chainsaw Certificate.

10.2.3 Occupational Safety and Health training.

10.2.4 Elevated Work Platform Certificate.

10.2.5 Skid steer experience.

10.2.6 Previous local government experience in a similar position.

10.2.7 Senior First Aid Certificate.

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CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: ____/____/____

Shire of Dandaragan
Conditions of Employment - Plant Operator (Dandaragan)

1. EMPLOYMENT TITLE

This position will have full time employment as Plant Operator.

2. START PLACE

This positions start place of employment is the Dandaragan Operations Depot.

3. HOURS OF WORK

76 hours per fortnight. Eight days from 7.00am to 4.00pm with half an hour for lunch and the Thursday before payday will be 7.00am to 3.30pm with half an hour for lunch. Rostered days off will be Fridays, with crews being split into two to allow some service by staff on each Friday.

4. WORK CYCLE

Council currently allows a nine day fortnight.

5. CLASSIFICATION LEVEL

Your position is classified Level 4 on the Local Government Industry Award 2010.

6. SALARY

Description	Amount
Salary	\$48,524
Adverse Working Conditions	\$1,485
Leave Loading	\$653
Superannuation (SGC + 3%*)	\$6,066
Total Package	\$56,728

7. ADVERSE WORKING CONDITIONS ALLOWANCE

As per the Award an additional hourly allowance will be paid for each hour in which you work under adverse conditions. Level 1 will be paid for your hours of work.

8. LEAVE LOADING

Leave loading of 17.5% will be paid at the time of taking annual leave.

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9. HOUSING

Available if required.

10. WATER SUBSIDY

Available if housing is provided.

11. SUPERANNUATION*

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. To qualify for the additional 3%, the employee must contribute a minimum of 5% towards their superannuation from their ordinary earnings either by an after tax contribution or salary sacrifice or a combination of both.

12. LEAVE ENTITLEMENTS

Annual leave is provided for in the National Employment Standard. You are entitled to four (4) weeks paid annual leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work. Leave loading of 17.5% will be paid at the time of taking annual leave.

Personal / carer's leave is provided for in the National Employment Standard. You are entitled to ten (10) days of paid personal / carer's leave, which is accrued progressively during a year of service according to the employee's ordinary hours of work.

You are entitled to two (2) days unpaid carer's leave for each permissible occasion when a member of the immediate family or household requires care or support.

You are entitled to two (2) days paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.

Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After ten (10) years of service you are entitled to thirteen (13) weeks long service leave.

Rostered days off are allocated to employees each fortnight. They can be changed to another date. However, they cannot be accumulated and therefore must be taken within 28 days of accruing. They cannot be taken in advance of their due date and will not be paid out in cash.

13. POLICY MANUAL

Shire of Dandaragan has a comprehensive policy manual. The successful applicant will be required to familiarise themselves with this document to gain an understanding of Council's position and direction on a wide range of issues.

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Conditions of Employment - Plant Operator (Dandaragan)

14. PROBATION

All positions with the Shire are subject to a three month probationary period. Once your three month probation is complete you will receive a letter of permanency.

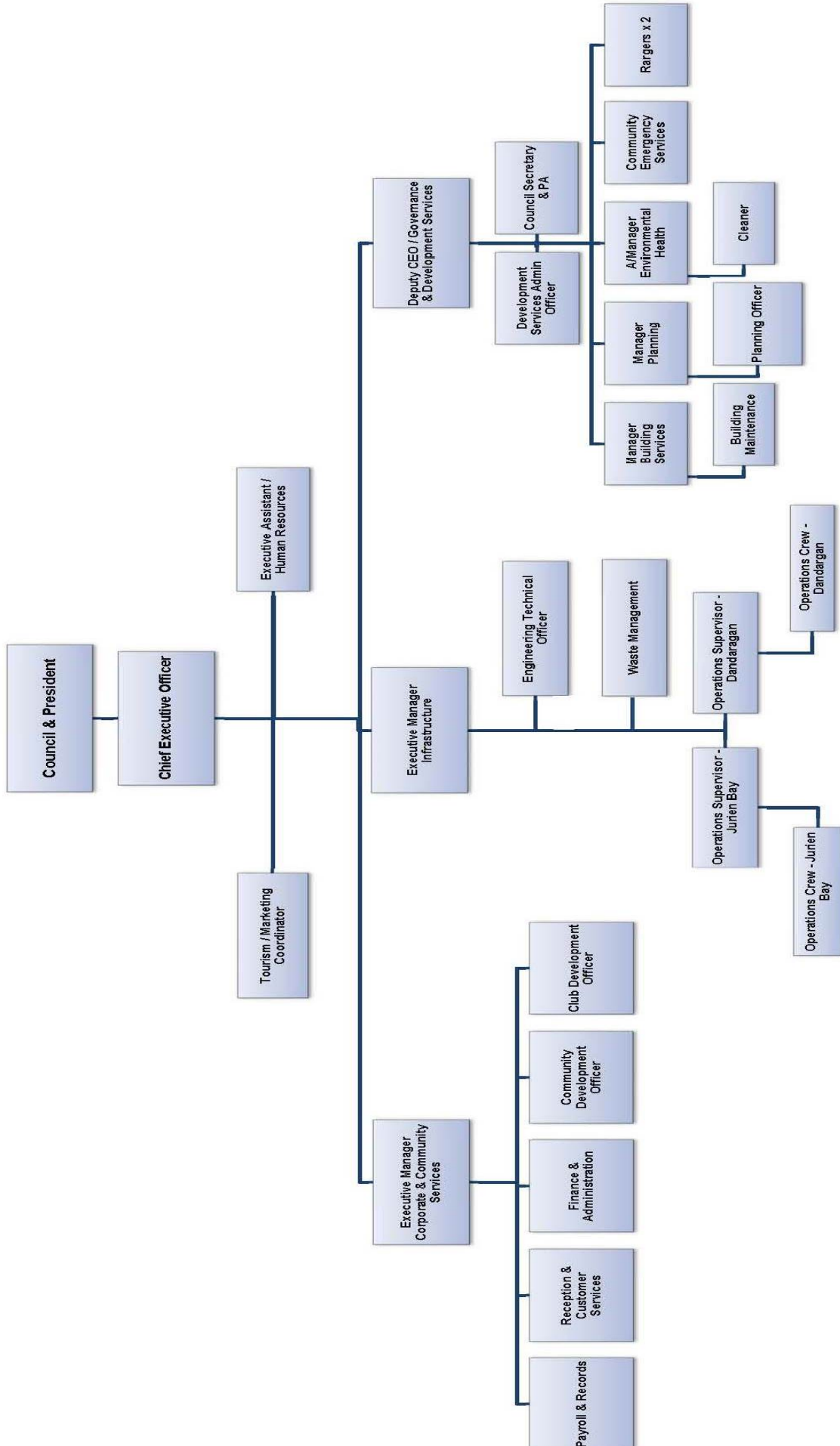
15. MEDICAL EXAMINATION

You will be required to undergo a medical examination within the three month probation period. You can arrange this yourself and the Shire will reimburse you the costs involved. We will also require a Police clearance, a copy of your drivers licence and any qualifications and training you have relevant to the position.

16. OTHER CONDITIONS OF EMPLOYMENT

All other conditions of employment are in accordance with the Local Government Industry Award 2010.

Shire of Dandaragan Organisational Structure - Plant Operator (Dandaragan)



Shire of Dandaragan
Important Information for Job Applicants - Plant Operator (Dandaragan)

1. INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

2. SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview. **The Selection Criteria can be found on page 6 under section 10 Selection Criteria.**

3. REFEREES AND REFERENCES

While the names of referees may have been asked for in the advertisement those need not necessarily be supported by written reference at the time of sending your application. However, if you choose to enclose written reference, copies will suffice at this time subject to sighting originals at a later date.

It is recommended that you advise your referees that you have nominated them as the Council wishes to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

4. OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

5. CONTACT NUMBER

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

6. WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

7. LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received but the Council will

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accept late applications when consent to such a request has been given by the Chief Executive Officer. A faxed or emailed copy of an application sent before the closing date would also ensure acceptance of the application followed by immediate mailing of original application.

8. APPLICATIONS

Applicants must address the selection criteria (on page 6 under section 10) and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL - PLANT OPERATOR (DANDARAGAN)" to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at 4.00pm Wednesday 2 September 2015.

Emailed applications to grichardson@dandaragan.wa.gov.au will be accepted as long as they are received prior to the closing date and time.

9. FURTHER INFORMATION

If you require any further information in relation to this position please feel free to call Gemma Richardson, Executive Assistant, on 08 9652 0800 or email grichardson@dandaragan.wa.gov.au.